

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSTRUCTION 90-0202**

1 JUNE 1998

Command Policy

**AIR FORCE SPACE COMMAND MASTER
SCHEDULE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 90-201, **Inspector General (IG) Activities**. It provides guidance on submitting information, updating and using the Air Force Space Command (AFSPC) Master Schedule. This instruction applies to all personnel assigned to AFSPC, Air National Guard (ANG) units when published in the ANGIND 2 and any AFSPC-gained Air Force Reserve Command (AFRC) units. Units may not supplement this instruction.

SUMMARY OF REVISIONS

The revision of this instruction includes location of the AFSPC Master Schedule and Numbered Air Force (NAF) and Wing updating responsibilities. A bar (|) denotes revisions from previous edition.

1. General:

1.1. The Master Schedule. A compilation of AFSPC significant events, incorporates all the command major events. Use the Master Schedule to plan and manage cross-functional events. A significant event is one that consumes considerable resources from an organization or an activity that might impact visitors or other functional events. These significant events could include, but are not limited to: VIP visits, senior-leadership absences, management level reviews, major local community events (e.g., Frontier Days), inspection team visits, staff assistance visits, other MAJCOM or agency visits, deployments, command seminars and conferences; participation in major exercises; award team visits; and anything else that would limit your unit's participation or significantly consume local resources. The AFSPC Gatekeeper will use the Master Schedule to deconflict AFSPC Inspector General activities, outside agency visits and significant events that impact AFSPC units.

1.2. Website Information . The Master Schedule resides on the World Wide Web at AFSPC Inspector General's Home Page: <http://midway.spacecom.af.mil/2letters/ig/index.htm> and can also be

accessed through the "Master Schedule" icon for all 21NET users. **Note:** Access is limited to ".mil" or ".gov" users.

1.3. Priorities. When scheduling conflicts exist, use the following priorities for resolution:

- 1.3.1. AFSPC Commanders' Conferences.
- 1.3.2. Local community events which commit significant local resources.
- 1.3.3. Management Level Reviews/Vigilant Eagle (VE) Boards.
- 1.3.4. Major IG Inspections.
- 1.3.5. AFSPC seminars/conferences.
- 1.3.6. Other activities.

1.4. Schedule Conflicts. AFSPC/DS is the final authority to resolve scheduling conflicts.

2. Responsibilities:

2.1. Air Force Space Command IG:

- 2.1.1. Maintain the AFSPC Master Schedule.
- 2.1.2. Brief directors on their roles and responsibilities for coordinating events through HQ AFSPC/IG Gatekeeper.
- 2.1.3. Update the AFSPC Master Schedule as inputs are received.

2.2. Directors, NAFs and Wings:

- 2.2.1. Use the Master Schedule as a planning tool to schedule and deconflict major events.
- 2.2.2. Do not schedule significant events or change the schedule of significant events without checking the Master Schedule.
- 2.2.3. Appoint a primary and alternate point of contact (POC) and submit name, office symbol, DSN/commercial phone/fax number and E-mail address to HQ AFSPC Plans and Analysis Branch (IGIX) (recommend NAF/Wing Gatekeeper as the POC).
- 2.2.4. Directors will submit Master Schedule updates to HQ AFSPC/IGIX via E-mail (preferred) to **afspigix@spacecom.af.mil** or fax to Extension 6-6742.
- 2.2.5. NAF and Wing POCs will contact HQ AFSPC/IG Gatekeeper for instructions for updating Master Schedule.
- 2.2.6. NAF and Wing POCs will update inputs to the Master Schedule in the following format: event name, start date, end date, location, event POC information, organization and DSN phone number, as directed by updating instructions.

2.2.7. NAF and Wing POCs will notify HQ AFSPC/IG Gatekeeper within two days of NAF/
Wing Master Schedule POC changes.

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